

**MCBJ
EMS
CORE TEAM MEETING
AGENDA**

10 Mar 2010

Earth Week Events

- Library display boxes and presentations
- Tsunami Scuba underwater clean-up
- Commissary brown paper bag re-use
- Earth Day Camp (with Girl Scouts)
- Camp clean-ups
- Child Development Center wall display
- Milk carton recycling at elementary school
- Working with Urasoe City for off-base clean-up
- Environmental education for kids – storm drain and coral reef.
- Reef and cave trekking trips
- Beach clean up
- Typhoon Motors – quick vehicle checks and top of fluids with recycled materials
- Hospital fence-line cleanup and Earth Day display

EAP 1 – Solid Waste Guide Book

| | | | |
|---|----------------|-----------------------|------------------------|
| Objective: Reduce impact of solid waste generation. | | | |
| Target: Develop and publish a guide book detailing procedures on how to minimize the generation and the proper disposal of various types of solid waste. | | | |
| Performance Measure(s): Completed solid waste guidebook. | | | |
| Point of Contact: (b) (6) | | Phone: (b) (6) | |
| (b) (6) | (b) (6) | Status | Completion Date |
| Develop a list of items | P2/QRP Manager | Ongoing | Ongoing |
| Research disposal methods/options | P2/QRP Manager | Ongoing | Ongoing |
| Draft up a guide book | P2/QRP Manager | Ongoing | 30 Jul 2010 |
| Forward for review/comments | P2/QRP Manager | Not started | 30 Jul 2010 |
| Edit the guide book | P2/QRP Manager | Not started | 31 Aug 2010 |
| Forward draft for final review | P2/QRP Manager | Not started | 31 Aug 2010 |
| Finalize the guide book | P2/QRP Manager | Not started | 30 Sep 2010 |

EAP 2 – ESPC Selection

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|--|---------------------------|--|------------------------|
| Objective: Reduce electricity use in buildings. | | | |
| Target: Select ESPC contractor by end of 3rd quarter. | | | |
| Performance Measure(s): Super ESPC contractor information. | | | |
| Point of Contact: (b) (6) | | Phone: (b) (6) | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| Provide final comments on Site Data Package (SDP) to NFESC | (b) (6) | NFESC working with contracting and DOE | 28 Feb 2010 |
| MCB Butler team to make selection of Super ESPC contractor at Port Hueneme | (b) (6) | Not started | 31 Apr 2010 |

EAP 3 – Energy Audits

| Objective: Reduce electricity use in buildings. | | | |
|--|--------------------|-----------------------|-----------------|
| Target: Complete energy audits on 25% of all buildings by end of 4 th quarter. | | | |
| Performance Measure(s): Completed audit report. | | | |
| Point of Contact: (b) (6) | | Phone: (b) (6) | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| Develop Building Energy Manager (BEM) training manual | (b) (6) | Completed | 30 Oct 2009 |
| Energy auditing training to be provided by DOE | (b) (6) | Ongoing | 2 Apr 2010 |
| Work with FMB on auditing schedule | (b) (6) | Not started | 31 Mar 2010 |
| Conduct energy audits | Env/FMB | Not started | 31 Jul 2010 |

EAP 4 – Advanced Meters

Objective: Reduce electricity use in buildings.

Target: Complete installation of AMI by end of CY10 to meet EPACT 2005.

Performance Measure(s): AMI project award

Point of Contact: (b) (6) **Phone:** (b) (6)

| Plan of Action | Responsibility/POC | Status | Completion Date |
|--|--------------------|-------------|-----------------|
| Contract Award | (b) (6) | Completed | 21 Jul 2009 |
| Kick Off Meeting | (b) (6) | Completed | 14 Oct 2009 |
| Site Survey: Mtrs, XFMRs, GPS Locations | (b) (6) | Completed | 1 Dec 2009 |
| Site Survey Report Review and Comment | (b) (6) | In Progress | 31 Mar 2010 |
| Preliminary Design Package | (b) (6) | In Progress | 15 Apr 2010 |
| Preliminary Design Review | (b) (6) | Not Started | 30 Apr 2010 |
| Site Survey: RF / Radio Locations | (b) (6) | Not Started | 15 Mar 2010 |
| Equipment and Enclosure Procurement | (b) (6) | Not Started | 18 Jun 2010 |
| Installation Kick Off Meeting | (b) (6) | Not Started | 21 Jun 2010 |
| System Operation and Maintenance Manual Development and Acceptance | (b) (6) | Not Started | 5 Jul 2010 |

EAP 4 – Advanced Meters (cont)

| Plan of Action | Responsibility/POC | Status | Completion Date |
|---|--------------------|-------------|-----------------|
| Maintenance Plan Development and Acceptance | (b) (6) | Not started | 5 Jul 2010 |
| Installation of First 80 Meters | (b) (6) | Not started | 16 Jul 2010 |
| Equipment receipt: PC, Printer, Laptop, ION Enterprise Software | (b) (6) | Not started | 29 Jul 2010 |
| Manufacture Test Result / Acceptance | (b) (6) | Not started | 20 Aug 2010 |
| Installation Test Plan Approval | (b) (6) | Not started | 3 Sep 2010 |
| Installation of Final 80 Meters | (b) (6) | Not started | 13 Aug 2010 |
| Commission Meters | | Not started | 5 Nov 2010 |
| Commission Radio Communication | | Not started | 12 Nov 2010 |
| Commission ION Enterprise System | | Not started | 19 Nov 2010 |
| Performance Verification | | Not started | 30 Nov 2010 |
| USMC Acceptance | | Not started | 1 Dec 2010 |
| Signed Project Completion Checklist | | Not started | 1 Dec 2010 |
| Customer Sign Off | | Not started | 8 Dec 2010 |
| Training to USMC | | Not started | 8 Dec 2010 |
| Customer Sign Off, Initial Warranty | | Not started | 8 Dec 2010 |

EAP 5 – Inter-Agency Agreement

| | | | |
|--|---------------------------|-----------------------------------|------------------------|
| Objective: Reduce electricity use in buildings. | | | |
| Target: Complete all documentation for Inter-Agency agreement (IAG) with DOE by end of 2 nd quarter. | | | |
| Performance Measure(s): Signed IAG. | | | |
| Point of Contact (b) (6) | | Phone: (b) (6) | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| Develop IAG with DOE and EPA | (b) (6) | Completed – Draft IAG sent to DOE | Dec 2009 |
| Finalize IAG and send to HQMC for approval per Economy Act guidance/requirement | | Not started | 28 Feb 2010 |
| Have DOE and MCB Butler sign IAG | | Not started | 1 Jun 2010 |

EAP 6 – Vehicle Fuel Consumption Reduction

| Objective: Reduce vehicle fuel consumption and air emissions. | | | |
|--|--------------------|--|-----------------|
| Target: Reduce vehicle fuel consumption by 3%. | | | |
| Performance Measure(s): Motor Transportation Branch Balanced Scorecard | | | |
| Point of Contact: (b) (6) | | | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| A] Implementation of a Base CG Policy Ltr governing Idling of GME vehicles limiting idling periods to not more than 5 minutes within a 60 minute period. | (b) (6) | In development | Apr 2010 |
| B] Implementation of a GME Driving Safer, Smarter, Greener Program | | SharePoint Portal 'up'. Partnership with Base Safety, Camp Safety briefs | 21 Jan 2010 |
| C] Reducing number of fossil fuel vehicles. Right Sizing the Fleet (MCBJ Policy ltr 6-09) | | In Progress | 1 Feb 2010 |
| D] Maximizing use of The Green Line bus service – Informational/Promotional Campaign | | Ongoing | |

EAP 6 – Vehicle Fuel Consumption Reduction (cont)

| Plan of Action | Responsibility/POC | Status | Completion Date |
|---|--------------------|---|-----------------|
| E] Monitoring of GME in service vehicles (Road Master Checkpoints – utilization) | (b) (6) | Ongoing | |
| F] ReDesign of Quality Control Program (Implementation of QC Stations & QC Satellites throughout Okinawa and CATC Fuji) | | In Progress | 30 Mar 2010 |
| G] Introduction of 24 Electric Vehicles (EVs) into the Fleet | | Overdue Awaiting Shipping/delivery information from LFS-2. Electric Charging Grid supporting EVs in progress | 1 Jun 2010 |
| H] Utilize technology to maintain records and provide cost effective information to GME users/customers | | In Progress DON Fuel Automated System monitoring individual vehicle fuel use. Electronic Data records on consumption | (b) (6) |

EAP 7 – Spill Kit Usage

| Objective: Reduce impact of leaks and spills from vehicle operations. | | | |
|---|--------------------|-------------|-----------------|
| Target: Develop and implement a procedure to inspect and track spill kit usage in tactical vehicles. | | | |
| Performance Measure(s): Inspection checklist form and inspection logs. | | | |
| Point of Contact: (b) (6) | | | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| Coordinate with Safety to determine if spill response information for GOV vehicle operators can be added to existing driver training. | (b) (6) | Not Started | 30 Aug 2010 |
| Develop an inspection checklist to randomly check spill kits in tactical vehicles. | | Ongoing | 30 Mar 2010 |
| Implement inspection schedule. | | Not Started | 30 Mar 2010 |
| Analyze reports to determine progress/areas of improvement. | | Not Started | 30 Aug 2010 |

Document Update

- Completed this quarter
 - EMP 1.3.2 UER Inspection Checklist ver 2
 - EMP 1.3.3 HWAP Inspection Checklist ver 2
 - EMP 4.5 Rinsing Hulls of AAVs and LAVs ver 4
 - EMP 4.11 OWS SOP ver 2
 - EMP 4.11.1 OWS Poster ver 4
 - EMP 4.11.2 Daily OWS Checklist ver 3 (EN) / ver 2 (JN)
 - EMP 6.6 Managing Waste Comm & Special Batteries ver 2
 - EMP 6.11.2 Grease Trap Poster ver 3
 - EMP 13.4 Environmental Aspects of Field Training Brief
 - EMP 18.1 How To Clean-up Oil and HS Spills ver 4
 - EMSP 11.2 Spill Response & Notification Procedures ver 4
 - EMSP 16.3 Environmental Compliance Checklist
 - StaO 5100.5 Asbestos Management Plan (Futenma)

Document Update cont.

- Cancelled
 - EMSP 11.3 Off-Base Spill Response & Notification Procedures ver 2 (English)
- Still in Draft
 - EMP 6.3 What Do I Do with This?
 - ISP- Asbestos SOP
 - ISP- Lead and Lead-Based Paint SOP
- Emergency Response Plans still in draft
 - Site Specific Spill Plans
 - SPCC Plans
 - Tsunami SOP

Conclusion

- Upcoming events:
 - ECE – tentatively in May/June by EPA and Env staff
 - Core Team meeting in June
- Will send minutes to all
- Please brief your chain of command
- Thank you!